

Report Update
Corrective Action Plan (CAP): Audit Report #05DP-06
Enterprise IT Management
Department of Administration
December 11, 2008

Agency	Recommendation #	Does this affect a federal program?	CFDA # (if previous YES)	Management View	CAP – Corrective Action Plan	Person responsible for CAP	Target Date
61010 DOA	Recommendation #1 We recommend Department of Administration commit to and execute the centralized management and control of IT required by the Montana Information Technology Act (MITA).	No		Concur	A. <u>Commitment of Resources</u> - Project chartered, resources allocated and formal project initiated to develop policies and deliverables necessary to implement each section MITA	Dick Clark	Completed 8/1/08
					B. <u>Execute Project</u> – Develop policies and other deliverables to provide for centralized management and control of IT. ITSD will consider agency input and recommendations while retaining decision-making authority.	Dick Clark	Ongoing
					C. <u>Long Term Commitment</u> – ITSD recognizes the need for institutionalizing MITA into the future. The commitment will include provisions and/or recommendations for implementation and ongoing organizational support, maintenance and monitoring.	Dick Clark	Ongoing
61010 DOA	Recommendation #2 We recommend Department of Administration develop and document	No		Concur	A. <u>Master Process</u> – Designed a <i>Master Process</i> to develop, review, implement and maintain	Dick Clark	Completed 3/6/06

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	implementation plans addressing each section of MITA				<p>the policies and other deliverables required for implementation of each section of MITA.</p> <p>B. <u>Audit Recommendations</u> - Translate the recommendations of the Audit into project requirements.</p> <p>C. <u>MITA Requirements</u> - Identify and document requirements and responsibilities of MITA.</p> <p>D. <u>Publish and Report</u> – Publish project plans, deliverable schedule and policy implementation. Publish policies et al using an accessible online repository. Implement a comprehensive Communication Plan to report progress.</p>	<p>Dick Clark</p> <p>Dick Clark</p> <p>Dick Clark</p>	<p>Completed 3/6/06</p> <p>Completed 6/30/07</p> <p>Ongoing</p>
61010 DOA	<p>Recommendation #3: We recommend Department of Administration:</p> <p>A. Establish and document the process of using policies to ensure the Department of Administration and state agencies comply with the Montana Information Technology Act.</p> <p>B. Establish and document procedures to maintain</p>	No		Concur	<p>A. <u>MITA Policy Development and Maintenance</u> - Implement process and procedure for developing and maintaining statewide IT policies, standards, procedures, guidelines to implement MITA.</p> <p>B. <u>Consistency Review</u> - Review MCA, ARM, policies and standards for adequate and consistent MITA compliance</p>	<p>Dick Clark</p> <p>Dick Clark</p>	<p>Ongoing</p> <p>Ongoing</p>

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	enterprise IT polices and standards.				C. <u>Indicators of Policy Compliance</u> - Establish compliance criteria to track accountability with MITA policy, standards, et al.	Dick Clark	Ongoing
					D. <u>Non-compliance</u> - Establish governance procedures to account for non-compliance.	Dick Clark	Ongoing
	Recommendation # 4: DofA coordinate with OBPP to enforce the statutory requirement that new IT investments be included in the approved agency IT plans.				A. <u>OBPP Major Investment</u> – Develop and implement policies and procedures with OBPP to: <ul style="list-style-type: none"> • Define a major new IT investment • Review major IT investments in agency budgets • Ensure investments are in IT plans 	Dick Clark Dick Clark Dick Clark	Completed 8/31/06 On biennial basis Completed 6/12/06